

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: EVALUATION

The Cranford Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of the Cranford Public Schools. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The Board encourages a positive working environment in which the professional growth which results from staff participation in the evaluation process is considered of major importance. Therefore, the administration shall develop evaluation instruments flexible enough to identify the needs, strengths, and improvement objectives of each staff member.

There shall be job descriptions for each teaching staff member position and evaluation criteria for said positions based directly upon the job description. The job description shall be concise, stating major responsibilities as briefly as possible. Job descriptions are mandated for all certificated positions. All job descriptions shall be presented to the Board for approval.

All teaching staff members shall be evaluated against criteria which evolve logically from the instructional priorities and program objectives of each staff member as specified in the job description for his/her position.

Criteria must include but need not be limited to consideration of pupil progress; instructional skills; subject knowledge; professional conduct and growth; human relations skills; classroom management skills. These criteria shall also apply to requirements for continuing education and shall be incorporated into each teacher's professional development plan. The individual professional improvement plans shall be aligned to professional development standards for teachers.

Tenured teaching staff members shall be observed twice and evaluated at least once each year by properly certified administrators/supervisors. Non-tenured teaching staff members shall be observed at least three times and evaluated twice each year by properly certified district administrators/supervisors.

The evaluation procedures shall provide continuous, constructive, cooperative interaction and communication between the teaching staff member and his/her supervisor/evaluator, thus ensuring a valid basis for performance review. All procedures for the evaluation of teaching staff members shall be in compliance with law and regulation.

All evaluative procedures shall include review of each teacher's progress toward achievement of the state-required goal of 100 clock hours of professional development every five years. Evaluative procedures shall recognize that the purpose of this goal is to assist teaching staff in obtaining and maintaining the knowledge and skills essential to student achievement of the state's Core Curriculum Content Standards. In any instance where an individual teacher fails to make annual progress toward meeting the 100-hour requirement, or where a professional fails to satisfy the requirement fully within the five-year period, the district administration shall take appropriate remedial action, applying sound and accepted principles of progressive supervision as well as by using existing laws and rules to the fullest extent.

The Superintendent of Schools shall provide each teaching staff member with a copy of this policy statement, and a copy of the districts evaluation instrument annually by October 1, and shall distribute any amendments to those documents within 10 working days of their becoming effective. Evaluations shall be completed before May 16 in compliance with law.

The Superintendent of Schools shall report on the effectiveness of the evaluation system and shall recommend means to improve it whenever desirable.

The Superintendent of Schools shall, in the implementation of this policy, develop procedures in consultation

with teaching staff members for:

- A. The collection and reporting of data which are appropriate to the job description and minimally include the observation of classroom instruction;
- B. Observation conferences between the teaching staff member and the supervisor; the preparation of a written evaluation for each of the three observations of non-tenured staff members; and an evaluation for each observation of a tenured staff member;
- C. The preparation of individual professional improvement plans;
- D. The preparation by the administrator/supervisor of an annual written performance report which shall include the annual evaluation of the teacher, an individual professional improvement plan developed by the staff member and the administrator/supervisor, and a summary of the results of the formal and informal assessment of his/her pupils along with a statement of how these indicators relate to the effectiveness of the overall program and the performance of the staff member;
- E. The conduct of the annual summary conference;
- F. The signing of the annual written performance report by the properly certified administrator/supervisor and the staff member.

All such procedures shall conform to law.

Legal References:	<p><u>N.J.S.A.</u> 18A:4-15 <u>N.J.S.A.</u> 18A:6-10 <u>N.J.S.A.</u> 18A:7A-5 <u>See particularly:</u> <u>N.J.S.A.</u> 18A:7A-5g <u>N.J.S.A.</u> 18A:27-3.1 through -3.3 <u>N.J.S.A.</u> 18A:28-5 <u>N.J.S.A.</u> 18A:29-14 <u>N.J.A.C.</u> 6:3-4.1 <u>N.J.A.C.</u> 6:3-4.3 <u>N.J.A.C.</u> 6:8-4.8 <u>N.J.A.C.</u> 6:30-2.1(a)8</p>	<p>General rule-making power through -17 Dismissal and reduction in compensation of persons under tenure in public school system ... Major elements; guidelines Non-tenured teaching staff; observation and evaluation; conference; purpose ... Tenure of teaching staff members Withholding increments; causes; notice of appeals Supervision of instruction: observation and evaluation of nontenured teaching staff members Evaluation of tenured teaching staff members Teaching staff and professional development Purpose and program descriptions (Adult education programs)</p>
	<p><u>Manual for the Evaluation of Local School Districts</u> (June 1993)</p>	
	<p><u>Lacey Township Bd. of Ed. v. Lacey Township Education Association</u>, 130 N.J. 312 (1992), aff'g 259 N.J. Super. 397 (App. Div. 1991)</p>	

Possible Cross References:	<p>2131 Superintendent of Schools 4112.6 Personnel records 4117.41 Nonrenewal 4131/4131.1 Staff development; inservice education/visitations/ conferences 4215 Supervision 4216 Evaluation 6143.1 Lesson plans 6200 Adult/community education</p>
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Adopted: April 14, 1997
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